

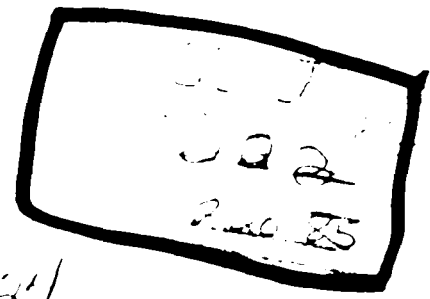


Engineers  
Planners  
Economists  
Scientists

February 20, 1985

W67004.00

152341



S00025522  
SUPERFUND RECORDS

Ms. Alice Fuerst  
Environmental Protection Agency  
324 East 11th Street  
Kansas City, Missouri 64106

Dear Ms. Fuerst:

Subject: Cherokee County, Kansas, RI/FS  
Work Scope Memorandum

According to our recent discussions at your office, this work scope memorandum outlines the next incremental tasks to be performed on the Cherokee County, Kansas, RI/FS project. This memorandum presents the scope, schedule, and estimated costs for these tasks. EPA approval is required to continue work on this project in accordance with our contract with the EPA. A work plan revision approval form is included for your signature to properly authorize the work. This authorization is urgently needed since work is now proceeding without proper authorization based on your verbal approvals to proceed on February 6, 1985.

#### SCOPE OF WORK

The following tasks are to be performed by CH2M HILL as we discussed on February 6, 1985:

- Task 1: Attend a planning/scoping meeting with EPA and Kansas Department of Health and Environment to discuss and plan project approach.
- Task 2: Prepare a Work Scope memorandum identifying the scope of work and estimated costs for the tasks listed below.
- Task 3: Prepare a list of information and data to be requested of the Potential Responsible Parties (PRP).

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- Task 4: Identify aerial photo/mapping requirements for the site and prepare a memorandum for submittal to EMSL-Las Vegas.
- Task 5: Review and evaluate existing data on the Galena subsite and other Cherokee County subsites:
- o Prepare map(s) showing sampling locations.
  - o Prepare tables presenting data.
  - o Evaluate data relative to applicable state and federal standards and criteria.
  - o Specify additional data required to be collected to fill data gaps identified.
- Task 6: Formulate draft goals and objectives for the RI/FS.
- Task 7: Prepare a draft Work Plan outline for the Galena subsite:
- o Identify numbers and locations of samples and environmental media to be sampled.
  - o Provide a budgetary estimate of costs.
- Task 8: Attend a scoping meeting with CH2M HILL/EPA to discuss the results of the Galena subsite evaluation, and present the Galena subsite plan to state agencies.
- Task 9: Prepare a second Work Scope memorandum identifying scope of work and estimated cost for next phase of work.
- Task 10: Perform management activities as required to maintain a schedule and budget control.

Our subcontractor, SRW, will perform a major portion of the work for most tasks, with CH2M HILL providing subcontractor management, senior level technical input, air quality data review and evaluation, and overall project management and quality assurance.

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#### COST ESTIMATE

Table 1 presents the estimated manhours and costs for each task. The estimated total LOE hour requirement for this work is 321 hours with a corresponding budget of \$45,365.

#### SCHEDULE

The following schedule presents the anticipated dates of the various deliverables that will be mailed from the offices of CH2M HILL. Tentative dates are also included for the upcoming meetings under this scope of work.

Mining Data Request List	February 19, 1985
Aerial Photo/Mapping Request	February 20, 1985
Draft Presentation of Galena Data	March 1, 1985
Draft RI Goals/Objectives	March 1, 1985
CH2M HILL/SRW Scoping Meeting	March 12 - 13, 1985
EPA Scoping Meeting	March 14 - 15, 1985

Please review this request as soon as possible so that the proper EPA authorization can be obtained. Also, if you have any questions, please do not hesitate to call me.

Sincerely,



Richard E. Moos  
Site Project Manager

DE/CC/020/ts

#### Attachments

cc: Bob Davis/CH2M HILL, Denver  
Mike Thompson, RPTI/CH2M HILL, Reston  
Katie Biggs/EPA, Region 7, Kansas City  
Robert Morby/EPA, Region 7, Kansas City  
Emory McLean/SRW, Pittsburgh

Table 1

	Task	Labor Hours		Dollars
		LOE	Total	
1.	Attend Planning/Scoping Meeting	38	70	\$ 6,536
2.	Prepare Work Scope and Cost Estimates	10	21	1,165
3.	Prepare Mining Data Request	10	14	774
4.	Prepare Aerial Photo Request	6	12	602
5.	Review and Evaluate Existing Data, concentrating on the Galena subsite	74	324	12,583
6.	Formulate Goals and Objectives of the Galena Subsite Study	11	27	1,672
7.	Prepare Draft Work Plan in Outline Form for Galena Subsite	16	96	3,981
8.	Conduct Scoping Meeting and Presentation to EPA and KDHE	100	156	12,366
9.	Prepare Work Scope and Cost Estimates for next Project Step	16	27	1,521
10.	Perform Management Activities	<u>40</u>	<u>76</u>	<u>4,165</u>
		321	823	\$45,365

DE/CC/021

# IN RIM WORK PLAN MEMORANDUM APPRO

DATE: February 20, 1985

RSPO

FROM: Ms. Alice Fuerst, EPA Reg. 7  
REGIONAL SITE PROJECT OFFICER

TO: Jim Butt, CH2M HILL, Reston  
ASSISTANT ZONE PROGRAM MANAGER-ADMIN.

WA NO.: 127.7LB9.0

SITE NAME: Cherokee County Site

ACTIVITY: RI/FS--Activity 2

SPM

## INSTRUCTIONS FOR PROCESSING "INTERIM WORK PLAN MEMORANDUM APPROVAL"

- 1) SPM submits work plan memorandum and form to RSPO for completion and approval.
- 2a) If the budget exceeds the original work assignment, it must be approved by the CO before work can continue.
- 2b) If the budget is at or below the original work assignment, the RSPO gets REM-RPO signature and sends original to AZPM-ADMIN with copy to CO and REM-DPO.
- 3) AZPM-ADMIN notifies SPM of receipt of the form and completes PAC form for project implementation.

	LOE	\$
AMOUNT SUBMITTED FOR APPROVAL:	<u>321</u>	<u>45,400</u>

APPROVED: \_\_\_\_\_

PARTIAL APPROVAL: \_\_\_\_\_

NOT APPROVED: \_\_\_\_\_

RSPO

COMMENTS The prior Work Plan Approval of September 14, 1984, was for Activity "1", primarily a Literature Search and Review, and Site Visit. This revision request is to proceed with Activity "2", scoping and planning for the Galena subsite. On approval of this request we can reactivate the planning effort on the RI.

RSPO SIGNATURE/DATE

REM RPO SIGNATURE/DATE

CC. CO \_\_\_\_\_  
REM-DPO

1/8/85